



Glendale Arts Job Description

Job Title:	CUSTODIAN
Department:	Alex Theatre – Maintenance
Reports To:	Head Custodian
Subordinates:	None
FLSA Status:	Non-Exempt
Starting Wage:	\$11 per hour
Classification:	Part-Time, Seasonal (Sept-Jun)

Position Summary:

The Custodian reports to the Head Custodian, or other appropriate manager, and is responsible for maintaining the cleanliness of the Alex Theatre and Glendale Arts Offices, assisting on maintenance projects and executing the marquee changes.

Essential Functions and Responsibilities:

- Performs all cleaning duties for the Alex Theatre during performances and events including vacuuming and mopping; dumps trash cans and garbage and relines cans with liners; cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, metal and woodwork.
- Picks up litter in and around the lobbies, forecourt, and parking lot.
- Sets up the forecourt and lobby for performances, meetings, and receptions.
- Ensures cleaning materials and supplies are stored in a safe and orderly manner and are used responsibly.
- Assists with weekly cleanings of the theatre, offices, and periodic deep cleaning projects.
- Launders rags, table clothes, and other linens as needed.
- During inclement weather, assists with the placement of rubber mats and caution signs on terrazzo surfaces and mops up standing water.
- Assists Facilities/Maintenance Supervisor with maintenance projects and repairs as requested.
- Notifies Facilities/Maintenance Supervisor of all needed repairs.
- Performs other related duties as required.



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Job Requirements and Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Previous janitorial experience preferred, but not required.

Knowledge and Skills

- Knowledge of industrial type cleaning techniques and requirements is preferred, but not required.
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Ability to prioritize daily task list.
- The ability to work and communicate effectively with people of diverse cultural backgrounds.
- Ability to read, write and take direction and communicate in English.
- Detail oriented.

Other

- Possession of a valid California motor vehicle operator's license and proof of automobile insurance coverage.
- Must have the ability to work a flexible schedule, including evenings, weekends, and some holidays.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Custodian is regularly required to use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is frequently required to walk, sit, stand, stoop, kneel, or crouch, and operated medium weight cleaning equipment such as vacuums, sweeping, and mopping floors. The employee must occasionally



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lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Custodian is occasionally exposed to outside weather conditions. The employee may be subject to some atmospheric conditions such as fumes, odor, dust, etc. The noise level in the work environment is usually moderate, but is occasionally loud.